Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Instructions for Completing the Annual Performance Report
For Program Year 2002-2003

1.   WHAT IS THIS PACKAGE?

This package contains the forms and instructions needed to prepare the annual performance report for the Ronald E. McNair Postbaccalaureate Achievement (McNair) Program.

2.   WHAT ARE THE LEGISLATIVE AND REGULATORY AUTHORITIES TO COLLECT THIS INFORMATION?

Title IV, Section 402E, of the Higher Education Act of 1965, as amended (Public Law 102-325), the program regulations in 34 CFR Part 647; and sections 75.590, and 75.720 of the Education Department General Administrative Regulations (EDGAR) permit the collection of this information.

2.   WHO MUST FILE THIS REPORT?

All grantees funded under the McNair program must submit an annual performance report as a condition of grant award.

3.   WHAT PERIOD OF TIME IS COVERED IN THE REPORT?

The report covers the 12-month grant (budget) period for which the grant has been made. This information can be found in Block 6 of the Grant Award Notification.

5.   WHEN SHOULD THE REPORT BE FILED?

The annual report should be submitted within 90 days after the end of each 12-month grant (budget) period.

6.   HOW MAY THE REPORT BE SUBMITTED?

Software has been developed that lets McNair projects complete and transmit the annual performance reports for program year 2002-2003 via the World Wide Web. The Web application allows grantees to complete the project identifying information and enter aggregate data on project services and activities on-line (Sections I and III). In addition, grantees can upload files with the individual participant records (Section II) and the

narrative summary of project performance outcomes (Section IV). Grantees may also choose to continue to use the self-installing Visual Basic software application to collect the required information and then submit the data via the World Wide Web. Since the data being submitted contain confidential information on project participants, the Web site has been properly secured to ensure the data are only seen by authorized individuals and are protected from network hackers.

You should not submit a paper copy of the performance report. Except for Section I, the entire performance report must be submitted via the Web. However, you must submit, via fax, a signed copy of Section I of the report form that certifies that the information submitted electronically is accurate, complete and readily verifiable. The signed copy of Section I only must be faxed to the following fax number: (703) 991-6021.

The instructions for submitting the performance report on-line and links to the secured Web site are available at the following Web address:

http://www.ed.gov/programs/triomcnair/report.html

A grantee unable to submit the report via the World Wide Web should contact the assigned program specialist to discuss an alternate format for the data submission. Further, if for any reason you need to revise your performance report submission, please contact your assigned program specialist before re-submitting.

7. **WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION CONCERNING THE SUBMISSION OF THE PERFORMANCE REPORT?**

Your assigned program specialist can assist you with any questions.

**Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Specific Instructions for Completing the Performance Report**

SECTION I: PROJECT IDENTIFICATION, CERTIFICATION, AND WARNING

A.   Identification

1.   To begin completing this report on-line, from the Department's Web page you will need to click this URL: https://webprod.cbmiweb.com/mcnair/

2.   The index/welcome page will be titled "McNair Online Annual Performance Report for Program Year 2002-2003." In the upper right hand corner of the page, enter the last six digits of your PR/Award number. Your project's PR/Award number begins with the letter "P" and is eleven digits in length. This number can be found in Block 5 of the Grant Award Notification.

3.   You will also need to enter the temporary password that the Department of Education has provided via U.S. mail and e-mail. Click Login. You will be guided to select a new password, then to log in again.

4.   You will be asked to confirm that the PR/Award number and associated grantee name are correct; you will then see the page for Section I. Your PR/Award number will be automatically inserted into line 1 of Section I of the report form.

5.   The system will also pre-populate most of the other data fields in Section I. Please review the pre-populated fields, including the project director's e-mail address, and update these fields as needed. You may change the data in all fields except for the project's PR/Award Number, the Grantee Name and the Report Period.

6.   Please provide information for any fields that are not pre-populated.

B.   Certification

You must submit via fax, a signed copy of Section I of the report form that certifies that the information submitted electronically is accurate, complete, and readily verifiable to the best of your knowledge. Section I must be signed by the project director and the certifying representative for the grantee institution.

With the exception of Section I of the report, you should <u>not</u> submit a paper copy of the performance report.

C.   Warnings

<u>Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C.1097.</u>

Further Federal funds or other benefits may be withheld under these programs unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

SECTION II: PARTICIPANT LIST

Each grantee is required to submit **annually** detailed information on each student served by the project during the academic year being reported as well as provide updated information on all prior-year participants through the completion of the doctoral (or other terminal) degree. The data file thus should contain a complete listing of current and prior year project participants.

A project must track the progress of prior-year participants until they obtain the doctoral (or other terminal) degree. Prior-year participants are defined as those students who received project services in previous grant years but who have not received services on a continual basis during the current reporting period. Even though these participants may have graduated from the grantee institution, a project must track and report on their academic progress through the completion of their graduate programs.

When preparing the data file, please note the following clarifications regarding how to report a participant's status (new, continuing, or prior year) and end-of-the-year enrollment status.

Since we need to be able to track the academic progress of McNair participants from one academic year to the next, this performance report needs to follow the 12-month academic year of the grantee institution instead of the 12-month budget/project year for the grant. For example, the 2002-2003 academic year is roughly August/September 2002 through August 2003 while the budget/project year for most McNair grants is October 1, 2002, through September 30, 2003. **Therefore, you are to provide information on a participant's status (field 12) and the end-of-the-year enrollment status (field 15) based on the "academic year" not the project's budget/project year. For this report, the academic year being reported is from the fall 2002 term through the end of the summer term 2003.** For example, a McNair student served for the first time by the project during the fall 2002 semester should be reported as a "new participant" in field 12. That same student's end-of-the-year enrollment status (field #15) should reflect the student's status at the end of the spring or summer term, not his/her enrollment status at the beginning of the next fall term.

SECTION III: PROJECT SERVICES AND ACTIVITIES

This section is designed to obtain a profile of the number of participants who have received the various services authorized under the program. As no one project will choose to provide all the allowable services, report only on those services and activities conducted by your McNair project. Be sure to report on the number of project participants who received each of the services provided by your project. Since most students will participate in more than one activity, participants may be counted under more than one activity. However, a participant should be counted only once under each activity. Thus, the total number of participants listed under each activity should not exceed the total number of participants served during the reporting period.

**A.	Scholarly Activities**

Report on the number of students who received the various services by category/type. Summer internships (item A.1) refer only to those activities for which the legislated stipend of up to $2,800 was paid to students who participated in research activities. Research (item A.7) refers to any unpaid research activities participants engaged in or research activities that were paid for from non-McNair sources.

**B.	Other Scholarly Activities Designed to Provide Students with Preparation
	for Doctoral Study**

Specify each activity. These activities should have been included in your approved application, partnership agreement or revised plan of operations.

SECTION IV: PROJECT PERFORMANCE OUTCOMES

This section of the annual report is your opportunity to describe your project outcomes and the extent to which you implemented the goals and objectives outlined in the application. List the specific objectives of your project. State the outcomes of your project activities in measurable performance terms. If you did not implement a goal or objective, the narrative should discuss the reason(s). This section should also discuss the project's results or failure in meeting the legislative purpose of the Ronald E. McNair Postbaccalaureate Achievement Program. THIS SECTION SHOULD NOT EXCEED FIVE (5) PAGES.

For example,

Objective	Outcome
To place 50% of the graduating seniors in postbaccalaureate programs.	65% of the graduating seniors were placed in postbaccalaureate programs.

Keep in mind that the annual performance report will be used to assess your project's prior experience, so it is imperative that you provide sufficient information to determine your project's success in meeting the purposes of the Ronald E. McNair Postbaccalaureate Achievement program.

Ronald E. McNair Postbaccalaureate Achievement (McNair) Program
Annual Performance Report -- Program Year 2002-03

Section I -- Project Identification, Certification and Warning

A.   Identification

1.   PR/Award Number: _____

2.   Title IV School Code (OPE ID Number): _____

3.   Grantee D-U-N-S Number: _____

4.   Name of Grantee Institution: _____

5.   Address (City, State, Zip):_____

6.   Name of Project Director: _____

7.   Telephone Number: _____Fax Number:_____

        Email Address: _____

8.   Report Period: _____to_____
                                  Month/Day/Year   Month/Day/Year

B.   Certification: We certify that the performance report information reported and submitted
        electronically on _____ is readily verifiable. The information reported is accurate and
        complete to the best of our knowledge.

        _____   _____
          Name of Project Director (Print)   Name of Certifying Official (Print)

        _____   _____
                Signature and Date   Signature and Date

C.   Warnings:

        Any person who knowingly makes a false statement or misrepresentation on this
        report is subject to penalties which may include fines, imprisonment, or both, under the
        United States Criminal Code and 20 U.S.C. 1097. Further Federal funds or other benefits may
        be withheld under this program unless this report is completed and filed as required by existing
        law (20 U.S.C.) 1231a) and regulations (34 CFR 75.590 and 75.720).

        Authority: Public Law 102-325, as amended.

AGENCY DISCLOSURE OF ESTIMATED BURDEN: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0640. The time required to complete this information is estimated to average five hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to the U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of the form, write directly to: Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W., 7th Floor, Washington, DC 20006-8510.

SECTION II: RECORD STRUCTURE FOR PARTICIPANT LIST

Information on McNair participants must be formatted in accordance with the record structure that is provided below. **This record structure is the same as the form distributed last year.**

Below is a detailed record structure you need to follow in order to submit the required information as a text file. If you choose to submit your data in another file format, please note the Database Column Names in column three, which are provided to standardize the field headings for the performance report submissions. Before submitting the data, please change any header names you are using to match those in the Database Column Name and put the data (columns or fields) in the same order as the data fields are listed below. This will help the Department of Education convert the information you provide into a usable format. In addition, the Department will continue to make available a self-installing Visual Basic software application that grantees may use to collect the required information.

Field No.	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin	End	Field Type	Valid Field Content
1	Social Security Number	SSN	9	1	9	Numeric	**NOTE**: Please format the SSN in nine digits greater than 0 without using any characters (letters, dashes) in the number (e.g., 123456789)
2	Batch Year	BatchAY	2	10	11	A/N	02 For project year 2002 –2003
3	Student's Last Name	LastNM	16	12	27	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response If non-blank, will be justified with an uppercase A-Z in first position.
4	Student's First Name	FirstNM	9	28	36	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response If non-blank, will be justified with an uppercase A-Z in first position.
5	Student's Middle Name	MI	1	37	37	A/N	Uppercase A to Z Blank = No response
6	Student's Date of Birth	DOB	8	38	45	Numeric	Format is MMDDCCYY, e.g., 01011900 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 000000 or Blank = No response

Field No.	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
7	Gender	GenderCD	1	46	46	Numeric	1 = Male 2 = Female 0 or Blank = No response **NOTE:** The only valid response for this field is 1 or 2.
8	Race/Ethnicity	EthnicityCD	1	47	47	A/N	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American 4 = Hispanic or Latino 5 = White 6 = Native Hawaiian or Other Pacific Islander 7 = More than one race reported 0 or Blank = No response **NOTE:** The race/ethnicity categories used here are the only categories officially approved by OMB for this data collection. For those students of a multi-racial background, you may use "7" for "More than one race reported."
9	Eligibility	EligibilityCD	1	48	48	A/N	1= Low-Income/First-Generation 2= Underrepresented **NOTE:** Groups underrepresented in graduate education. The following ethnic and racial groups are currently underrepresented in graduate education: Black (non-Hispanic), Hispanic, American Indian/Native American
10	First School Enrollment Date (Postsecondary Education)	FirstEnrollDT	8	49	56	Numeric	Format is MMDDCCYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 89 - 00 000000 or Blank = No response

11	Project Entry Date	ProjEntryDT	8	57	64	Numeric	Format is MMDDYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 (00 = 2000) 000000 or Blank = No response
12	Participant Status	PartCD	1	65	65	A/N	1 = New Participant (for academic year being reported) 2 = Continuing Participant 3 = Prior-Year Participant 0 or Blank = No response **NOTE**: A **new participant** is one served by the project for the first time during the academic year being reported. A **continuing participant** is one who was served by the project for the first time in another academic year who also received project services during the academic year being reported. A **prior-year participant** is one who received project services in a previous academic year but who has not received services during the academic year being reported.
13	College Grade Level (Entry into project)	EnterGradeLV	2	66	67	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2nd yr./sophomore 04 = 3rd/junior 05 = 4th yr./senior 06 = 5th yr./other undergraduates 00 or Blank = No response **NOTE:** Use grade level codes 03, 04, 05, and 06 **only for students who have the required number of credits and GPA** to be classified by the participant's postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively.

14	College Grade Level (Current at the End of the Spring/Summer Term)	CurrentGradeLV	2	68	69	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2nd yr./sophomore 04 = 3rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduates 07 = 1st yr. graduate/ professional 08 = 2nd yr. graduate/ professional 09 = 3rd yr. graduate/ professional 10 = Beyond 3rd yr. graduate/professional 11 = Completed doctoral program 12 = Completed other terminal degree program 13 = Not currently enrolled in a postsecondary or graduate degree program 00 or Blank = No response/Unknown **NOTE**: A project **must track and report on** the current college grade level of each current and prior-year participant **until the participant earns the doctoral (or other terminal) degree.**
15	End of Year Enrollment Status (Status at the end of the Spring/Summer Term)	EndEnrollCD	2	70	71	A/N	01= Enrolled in Undergraduate Degree Program (has not received BA degree) 02= Dismissed or Withdrew from Undergraduate Program 03= Graduated from an Undergraduate Degree Program 04= Graduated from Undergraduate Program and Accepted into a Graduate Degree Program 05= Enrolled in Graduate Degree Program 06= Dismissed or Withdrew from Graduate Degree Program 07= Graduated from a Graduate Program 00 or Blank = No response
16	Degree	DegreeCD	1	72	72	A/N	1 = Bachelor's Degree 2 = Master's Degree 3 = Doctoral Degree (Ph.D.) 4 = Other Terminal Degree (Includes MD,JD, Ed.D. and other professional degrees) 5 = Has not obtained BA 0 or Blank = No response **NOTE**: Use only one-digit degree code.

17	PR/Award Number	PR	11	73	83	A/N	Number in Block 5 of the project's Grant Award Notification **NOTE**: Include only the eleven digit PR/Award Number that begins with P217A_ _ _ _ _. Do not include the suffix for the fiscal year in this field.

Sample text file layout with 2 student records:

```
12345678999Smith        Joseph  E10151969131091519950920199720404015P217A990000
98765432199Jones        Helen   A05151970211021719970920199710303015P217A990000
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PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Ronald E. McNair Postbaccalaureate Achievement Program (McNair) under Title IV of the Higher Education Act of 1963, as amended (Pub. Law 102-325, sec. 402E). In accordance with this authority, the Department receives and maintains personal information on participants in the McNair program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.

SECTION III: PROVISION OF SERVICES

A. SCHOLARLY ACTIVITIES   **NUMBER OF PARTICIPANTS**

1. Summer Internships   _____
2. Academic Counseling   _____
3. Tutorial Assistance   _____
4. Financial Aid Assistance   _____
5. Admission Assistance   _____
6. Seminars   _____
7. Research (Other than research internships)   _____

B. OTHER SCHOLARLY ACTIVITIES DESIGNED TO   **NUMBER OF PARTICIPANTS**
    PROVIDE STUDENTS WITH PREPARATION FOR
    DOCTORAL STUDY (SPECIFY)

1. _____   _____
2. _____   _____
3. _____   _____
4. _____   _____
5. _____   _____

SECTION IV: NARRATIVE

The narrative section of the final report is your opportunity to describe your project outcomes and the extent to which you implemented the goals and objectives outlined in the application. List the specific objectives of your projects. State the outcomes of your project activities in measurable performance terms. If you did not implement a goal or objective, the narrative should discuss this reason. This section should also discuss the project's results or failure in meeting the legislative purpose of the Ronald E. McNair Postbaccalaurete Achievement Program. THIS SECTION SHOULD NOT EXCEED FIVE (5) PAGES.

For example,

OBJECTIVE	OUTCOME
To place 50% of the graduating seniors in postbaccalaureate programs.	65% of the graduating seniors were placed in postbaccalaureate programs.

RONALD E. MCNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM (MCNAIR)
ANNUAL PERFORMANCE REPORT
FREQUENTLY ASKED QUESTIONS AND RESPONSES

Listed below is a summary of the most frequently asked questions divided into what we define as "Technical Questions" and "Programmatic Questions."

Section I: Technical Questions are related to computer programs, software issues, and electronic submission requirements. If you have additional technical questions, you should contact our help desk by either telephone (703-846-8233, ext. 247) or e-mail at MCNWEB@cbmiweb.com

Section II: Programmatic Questions are related to interpretations of the data requirements of the report. For answers to these types of questions, please contact your program specialist directly.

I. TECHNICAL ISSUES:

1. What is an ASCII text file?

An ASCII file is a text only document that contains no formatting, e.g., word processor files insert special (non-readable) characters for bold text, italic text, and underlined text, etc. Most major word processors will save a document as an ASCII text file, usually under the Save As… and Save As Type. . . options. This will remove all special formatting from the file. The advantage to an ASCII text file is that it is a standardized file type and many different software packages can read the data in the file.

2. What is a delimited text file?

A delimited text file contains rows of information that could be displayed as a spreadsheet or table format. However, since it is a text-only file, no special formatting can break up the information into columns. Therefore, a delimited text file consistently uses characters throughout the document to indicate a column break. These characters are known as the delimiters. Nearly any character can be a delimiter, but the most common delimiters are the comma and tab. Following is an example of using delimiters:

Prefix	First Name	Middle Initial	Last Name
Mr.	John	T.	Doe
Mrs.	Jane	A.	Smith

The previous table contains two records of data, one for each person. An example of a comma delimited text file containing the same information, without the column names, is as follows:

"Mr.," "John," "T.," "Doe"
"Mrs.," "Jane," "A.," "Smith"

A tab-delimited file would essentially be the same, but tabs would replace the commas.

3. What does "A", "N", and "A/N" mean in the Type column of the record structure (Section II of the performance report)?

These letters are abbreviations for the following types of data:

"A" stands for alpha characters (A to Z). For those fields designated by an "A," only alpha characters are valid entries.

"N" stands for numeric characters (0 to 9). For those fields designated by "N," only numbers should be provided. For example, field #1 requests the student's social security number (SSN). The only valid entries in this field are numbers. Hyphens should not be inserted in this field.

"A/N" stands for alpha and numeric characters. Fields designated by "A/N" may contain alpha characters (A to Z); numeric characters (0 to 9); and punctuation marks such as periods, apostrophes, and dashes.

4. What are the requirements for the McNair Participants Database?

Section II of the McNair annual performance report details the record structure a grantee must follow in order to submit the required student information in a text file. If you are unable to create a text file from your current database, the Department has developed a self-installing electronic (Visual Basic) software application that you may use to collect the required information. This application was designed to reduce the number of potential errors associated with importing data to the TRIO databases and can also provide you with a method to track your own student data. If you used the McNair Tool last year to prepare the participant data file, this year's application has the ability to import last year's information through a simple wizard. In order to properly run this application, you must have an IBM-compatible PC with Windows 95. The application is available for download from the following Web site:
http://www.ed.gov/programs/triomcnair/report.html.

5. What if the data is in MS Works Spreadsheet?

When the user finishes entering all data into the MS Works database, the best format to send that data to the Department of Education is as a dBASE file. To create a dBASE file from MS Works, insert a floppy diskette into the A:\ drive. Start MS Works and the database that contains all the student data. Select **Save As** from the **File** menu. The *Save File As Type* will be an option on the **Save As** dialog box. Under *Save File As Type*, the user needs to select dBASE IV. Also, select the A:\ drive as the file destination. Then select Save or OK. You can then upload the file into the new web-based software application to submit it instead of mailing a floppy disk.

6. How can one prevent Microsoft EXCEL from automatically dropping the initial "0" in a date field?

EXCEL attempts to convert all numbers to a correct format. By entering "022571" in a field, EXCEL will convert that to "22571" because that is a true number. To avoid this problem, the cell needs to be formatted as a text field. If you are entering data where an entire column will be in above format, select the entire column by clicking on the grayed column name, for example "E." The next step is to select the Format menu and the "Cells…" prompt. You can also do this by clicking on your right mouse button and selecting "Format Cells…"

A tabbed dialog box should now appear. The first tab is named "Number," and that is the tab you need to work with. Change the category to "Text." DO NOT change the category to "Date," because it can give you some unexpected results. Once the cell/cells have been formatted as text, EXCEL will maintain the original "0" in "022571."

Alternatively, to format as a text field, you may place an apostrophe as the first symbol within a cell.

II. PROGRAMMATIC ISSUES

1. What is a "batch year"?

The Batch Year (field #2 in the Record Structure for the Participant List -- Section II of the performance report) designates the grant (project) year that is being reported. The batch year changes with each annual submission of individual student records. The Department designates the Batch Year as the beginning year of the 12-month grant period that may or may not be the same as the school year or academic year designations of some institutions. The Batch Year was chosen because TRIO projects are forward funded, (e.g., fiscal year 2002 funds are used to support the 2002-2003 project year). For this year's McNair performance report the Batch Year is 02. Thus, individual student information provided will be for those students served by the project (as well as prior participants) from the fall of 2002 through the spring or summer of 2003. Please note that the Batch Year is not consistent with the funding year for most McNair projects, which is October through September.

2. Should prior-year participants be included in Section II?

Yes. The data file requested in Section II of the performance report should be a complete listing of all participants served during the academic year being reported and all prior-year project participants. A project must track (and provide updated information in Section II of the performance report) the academic progress of McNair participants through completion of their graduate programs.

3. How long after leaving a McNair program should student records be maintained on the database file?

A participant should be maintained on the database file through completion or his/her graduate program or until he/she has formally withdrawn from the graduate program. The goal of the McNair program is to "provide disadvantaged students with effective preparation for doctoral study"; thus, it is essential for projects to annually submit updated information on all project participants through completion of their academic programs.

4. What is the difference between a prior-year participant and a continuing participant?

A prior-year participant is a student previously served by the project but who has not received services during the academic year being reported. A continuing participant is a student who was served by the project for the first time in another academic year who also received services during the academic year being reported.

5. Should a project report on students who qualified for the project, but were not served, if they are tracked as a comparison group?

No. Students who did not receive services from the project are not considered project participants and therefore should not be included in Section II. However, a project may maintain information on students in a comparison group and track the progress of these students to document the educational progress of McNair participants compared with non-McNair participants. A project may provide information on the McNair participants and the comparison group of students when describing project accomplishments in Section IV of the performance report.

6. What is the "First School Enrollment Date" (field #10)?

The "first school enrollment date" (field #10) is the date the McNair participant first enrolled in a program of postsecondary education. Include this information for all students served by the McNair project even if the student did not begin or is not currently enrolled at your institution. The purpose of this data field is to determine the length of time from initial enrollment in postsecondary education through undergraduate, graduate, and doctoral degree completion.

7. What date should be used to determine the "Current College Grade Level" (field #14) of McNair participants?

Report in field #14 the participant's grade level as of the end of the academic year being reported. For prior year participants no longer enrolled in a postsecondary program, please use the code "13." Please note that the academic year that is roughly August/September through the following August is not the same as the budget/project period for most McNair projects which is October through September.

8. Are projects to report on McNair participants who dismissed or withdrew from the project in field #15?

No. Field #15 is to be used to report the institutional enrollment status of the McNair participants only.